

# Quantity Purchase Agreement With The State Of Indiana

Qty Purchase Agreement QPA Number		Page
000000000000000000009828A		1 of 4
Requisition Nbr.:	Paper Stock	
Effective Date:	02/02/2005	
Expiration Date:	07/01/2008	
Agency Number:		
Facility:	All State Agency	
Vendor Federal ID:	820100960	
Vendor Telephone Nbr:	800/472-6473--	
Name Of Contact Pers:	TERESA BUCK	
FAX Number:	800/642-6473--	

Vendor OFFICEMAX INCORPORATED  
Remit to: 75 REMITTANCE DRIVE #2698  
CHICAGO IL 60675-2698

Name and OFFICEMAX INCORPORATED  
Address Cntct: TERESA BUCK  
of Vendor: 3233 N POST ROAD  
INDIANAPOLIS IN 46226

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement.  
The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement.  
**Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.**

Line Number	Quantity	UNIT	Article and Description	Unit Price
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This is an award of a Quantity Purchase Agreement for Paper Stock for All State Agencies

QPA can be mutually renewed yearly for three additional years.

The vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date.

Quantities are estimates and could be more or less and could be shipped to any State Agency within the State of Indiana

Vendor must be able to allow Mutiple Delivery on one QPA Release.

The awarded vendor must maintain, at a minimum, the following information and be capable of supplying a report within one week of a request by the State:

1. Quantity and Type of Products, including any options, purchased by any State Agency and/or Political Subdivision, separated by each.
2. Total Dollar value of purchases made, separated by State Agency and/or Political Subdivision.

## Paper Instructions:

QPA# 9767 with Millcraft Paper can be used by agencies within the following counties: Sullivan, Vigo, Clay, Putnam, Lawrence, Monroe, Morgan, Hendricks, Boone, Hamilton, Madison, Delaware, Hancock, Shelby, Johnson, and Marion (including Government Complex).

QPA# 9768 with Novus Paper and Packaging can be used by agencies within the following counties:

Lake, Porter, LaPorte, St. Joseph, Elkhart, La Grange, Steuben, Jasper, Starke, Marshall, Pulaski, Fulton, Kosciusko, Marion (including Government Complex), Noble, Dekalb, Whitley, Allen, Cass, Miami, Wabash, Huntington, Wells, Adams, Howard, Grant, Blackford, Jay, Tipton, Madison, Delaware, Randolph, Henry, Wayne.

QPA # 9828A with Office Max can be used by All State Agencies.

PLEASE READ CAREFULLY, AS THERE ARE TWO OPTIONS THAT AN AGENCY WITHIN THE GOVERNMENT COMPLEX HAS TO CHOOSE FROM WHEN PLACING ORDERS FOR PAPER. (Definitions are below)  
AGENCIES LOCATED IN ANY BUILDING FACING OR WITHIN THE BOUNDARIES OF, CAPITOL AVENUE, WASHINGTON STREET, WEST STREET, AND OHIO STREET ARE CONSIDERED WITHIN THE GOVERNMENT COMPLEX.

Central Printing will place all orders for paper. The following instructions need to followed:

- Orders will be placed via PeopleSoft e-Procurement to the QPA vendor (DO NOT SELECT YOUR VENDOR AT THE REQUISITION LEVEL THROUGH EDIT DEFAULTS, THE VENDOR WILL DEFAULT IN AT REQUISITION EXPEDITOR.)
- Select the Ship to of 061CENP
- Expedite the order to PO
- Select the standard comment of IGC Paper Delivery under Shipping Comments and place it in the header comments of your PO. Your copy service # must be listed in this comment.
- Order quantity cannot be smaller than one (1) case. No ream orders will be accepted
- Print Purchase Order and route to Central Printing. Purchase Orders can be faxed to 233-5978.
- Delivery will generally be made within 1-3 business days from receipt of requisition
- Delivery will be to the office suite not individual offices
- Agency will be ID billed by IDOA a 10% service/delivery fee based on the amount of the PO if

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you need Central Printing to deliver.  
SPECIAL NOTE: Agencies can pick up your order at Central Printing and avoid the 10% service/delivery fee.

If an agency in the Government Center orders paper by the skid, the process is the same as above but there will be no delivery and no service fee as the agency will be responsible for relocating the skid to their location from the east dock. Central Printing will notify the requestor when the order has arrived and is ready for pick up. If recycled paper is not available, an order may be filled with virgin paper.

Order process for paper not included in the market basket (i.e. colored paper, odd size, etc) and thus not listed on the QPA is the same as the above with the exception that:

- Orders will be placed via PeopleSoft Special Request
- Orders for a ream will be accepted, if available.

If you need assistance choosing colored or specialty paper contact the IDOA Print Shop for guidance.

AGENCIES LOCATED OUTSIDE THE GOVERNMENT COMPLEX ARE TO ORDER DIRECT FROM THE QPA VENDOR WHO HOLDS THEIR AREA'S QPA.

Orders for market basket items from agencies located outside the Indiana Government Center will be placed like any normal QPA order.

All orders are to be made via PeopleSoft e-Procurement  
Access the QPA vendor(s) identified for the county in which the office is located  
If more than one vendor is available for a county, determine the vendor with lowest price and most favorable delivery timeframe and select your item  
Once lowest responsible/responsive bidder is determined, order using PeopleSoft in the same manner as any other PeopleSoft order.  
Remember that recycled paper is to be purchased unless it is not available  
If the order is within the agency streamline authority, you may fax the order to the vendor. (Fax numbers are listed below)

Order process for specialty paper and paper outside the market basket (i.e. colored paper, odd size, etc) is as follows:

- Send an e-mail bid request to the appropriate QPA vendor(s) (those that service your county) as listed below detailing your requested items. (Make sure you list in your requested the date and time the response is needed by)
- Determine lowest responsive and responsible vendor and place order via PeopleSoft Special Request
- Orders per ream will be accepted, if available.

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	<ul style="list-style-type: none"> <li>If you order is within your streamline authority, you may fax the order to the vendor.</li> </ul>			
	(Fax numbers are listed below)			
	<ul style="list-style-type: none"> <li>Process as any other QPA order, along with attaching the quotes to the QPA PO for record keeping</li> </ul>			
1	99,999,999.00	T3	000000000100014673 Paper,90#,White Index,8.5 x 11,Recycled	17.8000
2	99,999,999.00	T3	000000000100014695 Paper,110#,White Index,8.5 x 11,Recycled	24.4800
3	99,999,999.00	T3	000000000100022102 Paper,20#,Recycled,Ivory,11x17	15.4400
4	99,999,999.00	T3	000000000100022111 Paper,20#,Recycled,White,8-1/2x11,3-Hole	7.7200
5	99,999,999.00	T3	000000000100022112 Paper,20#,Recycled,Buff,8-1/2x11	7.6000
6	99,999,999.00	T3	000000000100022113 Paper,20#,Recycled,Buff,11x17	15.4400
7	99,999,999.00	T3	000000000100022119 Paper,20#,Recycled,Blue,8-1/2x11	7.6000
8	99,999,999.00	T3	000000000100022130 Paper,20#,Recycled,Ivory,8-1/2x11	7.6000
9	99,999,999.00	T3	000000000100022132 Paper,20#,Recycled,Gray,8-1/2x11	7.6000
10	99,999,999.00	T3	000000000100022140 Paper,20#,Recycled,Canary,8-1/2x11	7.6000
11	99,999,999.00	T3	000000000100022150 Paper,20#,Recycled,Green,8-1/2x11	7.6000
12	99,999,999.00	T3	000000000100022151 Paper,20#,Recycled,Pink,8-1/2x11	7.6000
13	99,999,999.00	T3	000000000100022152 Paper,20#,Recycled,Salmon,8-1/2x11	7.6000
14	99,999,999.00	T3	000000000100022154 Paper,20#,Recycled,Blue,11x17	15.4400
15	99,999,999.00	T3	000000000100022156 Paper,20#,Recycled,Canary,11x17	15.4400
16	99,999,999.00	T3	000000000100022157 Paper,20#,Recycled,Green,11x17	15.4400
17	99,999,999.00	T3	000000000100022158 Paper,20#,Recycled,Pink,11x17	15.4400
18	99,999,999.00	T3	000000000100023042 Paper,20#,Recycled,White,11x17	15.4400
19	99,999,999.00	T3	000000000100023106 Paper,110#,White Index,11x 17,Recycled	110.0000
20	99,999,999.00	T3	000000000100026430 Envelope,Recycled,#10,24#,White,500/bx	31.6000
21	99,999,999.00	T3	000000000100026431 Envelope,Recycled,Window,#10,24#,White,500/bx	42.4400
22	99,999,999.00	T3	000000000100026434 Paper,Crbnls,8-1/2x11,2-Part Reverse&Straight	57.5800
23	99,999,999.00	T3	000000000100026447 Paper,Crbnls,8-1/2x11,4-Part Reverse	69.2500
24	99,999,999.00	T3	000000000100026457 Paper,Crbnls,8-1/2x11,3-Part Reverse	64.7700
25	99,999,999.00	T3	000000000100026467 Paper,20#,Recycled,Tan,8-1/2x11	7.6000
26	99,999,999.00	T3	000000000100026468 Paper,20#,Recycled,Cherry,8-1/2x11	7.6000

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27	99,999,999.00	T3	000000000100026469 Paper,20#,Recycled,Orchid,8-1/2x11	7.6000
28	99,999,999.00	T3	000000000100026470 Paper,20#,Recycled,Tan,11x17	15.4400
29	99,999,999.00	T3	000000000100026471 Paper,20#,Recycled,Gray,11x17	15.4400
30	99,999,999.00	T3	000000000100026481 Paper,20#,Recycled,Cherry,11x17	15.4400
31	99,999,999.00	T3	000000000100026482 Paper,20#,Recycled,Orchid,11x17	15.4400
32	99,999,999.00	T3	000000000100026485 Paper,20#,Recycled,Salmon,11x17	15.4400
33	99,999,999.00	T3	000000000100026486 Paper,Crbnls,8-1/2x11,3-Part Straight	64.7700
34	99,999,999.00	T3	000000000100026487 Paper,Crbnls,8-1/2x11,4-Part Straight	69.2500
36	99,999,999.00	T3	000000000100027862 Paper,20#, Recycled, White, 8-1/2x14	9.8400
37	99,999,999.00	T3	000000000100027861 Paper, 20#, Recycled, White, 8-1/2x11	7.2600

The following UN/CEFACT Unit of Measure  
Common Codes are used in this document:  
T3 Thousand

Signature of Purchasing Officer	Typed Name	Signature Of Approval Office Of the State Attorney General	
	Date Signed	Typed Name	Date Signed
Authorized Signature	Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3053		